

Dear Provider:

To qualify for tier I reimbursement, or if you wish to receive reimbursement for meals served to your own children under the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), you must complete, sign and return the enclosed Meal Benefit Form to us.

Establishing Eligibility as a Tier I Day Care Home:

In order to qualify for the higher tier I reimbursement for meals served to children enrolled in your family day care home, you must:

- be located in an area of economic need as determined by school enrollment or census data;
- or
- establish individual economic need through the Meal Benefit Form.

Our office will determine your eligibility as a tier I day care home based on information you provide on the Meal Benefit Form. To be eligible for tier I reimbursement under individual economic need you must:

- submit a completed and signed Meal Benefit Form;
- make sure you report all household income, not just your family day care home business income;
- provide sufficient documentation of your income to determine your eligibility based on individual economic need; and
- check the box in section #5 indicating that you are a family day care home provider applying for tier I benefits.

We are required by law to verify the income information on your Meal Benefit Form.

Please include income documentation with your completed Meal Benefit Form. If you operated a family day care home business last year, please attach a copy of your most recent tax return including Schedule C. Income documentation may include:

- payment statements from salaried work for all members of your household, including your spouse;
- a copy of your most recent tax return forms showing your accurate income;
- statements from other forms of income for all household members; or
- proof of your gross household income for last month along with an income and expenses statement for that month.

Establishing Eligibility for Reimbursement for Meals Served to Your Own Children:

If you wish to receive reimbursement for meals served to your own children, you must complete and sign the Meal Benefit Form. Even if you live in an area identified as one of economic need, you are required by CACFP regulations to complete the form if you wish to claim meals served to your own children. Our office may verify the income information you submit, but we are not required to do so in this circumstance. In this circumstance, do not submit income documentation unless we specifically ask you to do so.

If you do not live in an area identified as one of economic need and you choose not to complete this form or you are not eligible for free or reduced price meals, you will receive the lower tier II reimbursement for meals served to children enrolled in your family day care home. However, if you have already been classified as a tier I day care home because your home is located in an area identified as one of economic need, you do not have to complete this form unless you would like to also receive reimbursement for meals served to your own children. Please contact your sponsoring organization if you do not know whether you live in an area of economic need.

For All Households:

USDA defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses). Therefore, the income reported on the Meal Benefit Form must include the gross income of all members of your household, by source.

The **income** you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, you will receive a higher level of reimbursement.

You are required to notify us if your income increases during the year. Any decreases in household size, or increases in income which exceed \$50 per month or \$600 per year, must be reported. If you provided proof of benefits and listed a current Food Stamp, Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) case number, you must notify us when you no longer receive those benefits. You should also notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

Confidentiality of Information on the Meal Benefit Form:

We will use the information on the form to decide if you qualify for tier I reimbursement or if you are eligible to claim reimbursement for meals served to your own children. We may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

Program Discrimination Clause:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Thank you for your cooperation.

Sincerely,

Signature of Sponsoring Organization Representative

Date